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May 1, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. M-5

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Recommendations on Priority Applications

The procedure in this Branch for the recommendation of priority applications shall be as follows:

1. Applications on Form WPB-541 (Formerly PD-1A)

Form WPB-541's will be received by the Authorities and Procedures Section, which will route the forms to the appropriate Commodity Division.

- a. Recommendation will be made by the Commodity Division on Page 4, Duplicate, in the space titled: "For use by First Reference Division". The initials of the Division Chief or his designee should appear in the block marked "initials" in the upper right-hand corner of the space.

The signature line will be left blank to be signed by the appropriate analyst of the Office of Materials and Facilities. The responsibility of this Branch in the recommendation is to point out the necessity of the product to the war effort and the necessity of the particular facility applied for in the production of the commodity. The recommended forms will be returned to the Authorities and Procedures Section for recording and routing.

- b. The Authorities and Procedures Section will record the forms by number and route to the Control Desk of the Office of Materials and Facilities.

2. WPB-617 (Formerly PD-200) Applications

WPB-617 applications will be received in this Branch by the Authorities and Procedures Section and routed to the appropriate Division for recommendation as follows:

- a. A memorandum will be prepared and addressed to Mr. Ralph E. Arnold, Chief of the Priorities and Allocations Division of the Office of Materials and Facilities, and will present the recommendation on the basis of the following:

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- (1) Description of proposed facilities.
- (2) Total cost.
- (3) Production increase which will result and why facilities are necessary.
- (4) Is the product needed by Lend-Lease, Army, or what?
- (5) Why cannot other structure or facility be utilized instead of proposed structure or facility?
- (6) What critical material should be deleted?
- (7) What equipment should be deleted?
- (8) Recommendation and remarks.

This memorandum shall be submitted in the original and one white copy, and will include the name of the person preparing the recommendation, by inserting the following statement in each memorandum: "Any questions regarding this recommendation should be addressed to _____, Special Commodities Branch, OD". The memorandum shall be prepared for the signature of the Chief of the Branch and shall be routed as follows: (1) To the Branch Chief for signature, (2) Authorities and Procedures Section for clearance.

3. Applications on Form PD-576

PD-576 applications will be routed in the same manner as other priority applications.

- a. Concurrence in approving the application will be made by the Commodity Division on the fourth copy only, in the space provided for concurrence.
- b. If the Commodity Division recommends denial of the application, the form should not be signed. The Division should prepare a memorandum similar to the one required for WPB-617 applications, setting forth fully the reasons for denial.

4. Certificates of Necessity

Certificates of Necessity will be received in this Branch by the Authorities and Procedures Section and routed to the proper Division for recommendation as follows:

- a. Make proper recommendation in the lower half of the form in accordance with the instructions as listed in the form. The form shall be completed in an original, three (3) copies and one (1) white tissue copy. A space for signature of the Chief of the Branch shall be provided at the bottom of the recommendation.

b. Initials of the Division Chief shall be placed on all copies of the form, which shall be routed as follows:

- (1) Branch Chief for signature on all copies.
- (2) The Authorities and Procedures Section for routing to the proper clearance office of the Administration.

One (1) cleared copy will be returned by the clearance office to the Authorities and Procedures Section and files will be maintained by that office.

All of the above applications, except those requiring an exchange of correspondence or other investigation, will be expected to clear within twenty-four hours from time of receipt. All applications received in this Branch must be cleared through the Authorities and Procedures Section for recording and routing. Applications received by any Division from any other source shall be forwarded to that Section before being released from this Branch.

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